



37.5	Assistant Treasurer		Job Description
Direct Report	Treasurer/Collector	Grade	E \$45,766 - \$56,904 expected hiring range \$45,766 – \$49,538
Department	Finance	FLSA	Exempt
Division	Treasurer	Bargaining Unit	Non- Union
Date	January 2015	Location	Town Hall

Summary

Performs a variety of administrative and technical financial functions for the Town, School, and Light Departments, and Reading Contributory Retirement System. Has primary responsibility for payroll processing.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepares and processes payroll for Town, School, and Reading Municipal Light Department employees.
2. Performs all functions within the payroll system, including job class codes, pay types, deduction codes, salary tables, tax tables and exemption tables.
3. Collaborates with end users in decentralized environment to improve accuracy of payroll.
4. Makes wire transfers and account transfers assuring proper coverage of payroll costs among multiple accounts.
5. Provides back-up coverage for the Treasurer in his/her absence.
6. Provides back up with reconciliations, federal and state reporting requirements, departmental budget analysis,
7. Assists Retirement in providing payroll information, calculations and accuracy of deductions.
8. Collaborates with Human Resources to ensure appropriate maintenance of all health, dental, life, and other benefit deductions and provides back-up for payments to vendors.
9. Performs testing of Munis upgrades prior to implementation.
10. Verifies payroll deductions for RMLD employees and reconciles to Munis.
11. Collaborates with Massachusetts Teachers Retirement System to ensure accuracy of deductions; submits monthly report and payment to MTRS.
12. Responds to inquiries from all employees, resolves any payroll issues, and redirects as necessary.
13. Uploads payroll files to the bank according to schedule to ensure timely payment to employees.
14. Prepares payroll verification report for submission to department heads.
15. Monitors bank accounts regularly providing summaries to appropriate departments regarding incoming payments from vendors and the State, makes wire transfers for vendor payments.
16. Conducts daily banking deposits.
17. Maintains custody and control of Petty cash, and P-Card.
18. Processes all creditor garnishments, and tax levies in accordance with state and federal laws.
19. Prepares W-2 documents and 1095's at the end of the calendar year.

Peripheral Duties

May serve on employee committees as assigned
Responds to external requests relating to payroll verification

Supervisory Responsibility

None



Assistant Treasurer, Cont.

Competencies

Personal Effectiveness	Credibility /Confidentiality	Thoroughness & Attention to Detail
Collaborative Skills	Communication Proficiency	Resource Management
Technical Knowledge	Problem Solving	

Work Environment

Work is performed in a typical office environment. The noise level is usually quiet but may be moderately noisy when equipment is being used.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week, 7:30 AM to 5:30 PM Monday, Wednesday and Thursday, 7:30 AM to 7:00 PM Thursdays.

Minimum Qualifications

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in Finance or a closely related field; and
2. Ten (10) years of progressively responsible finance experience, preferably in a municipal setting or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

1. Valid Massachusetts State Driver's License or ability to obtain one;
2. Ability to be bonded.

Additional Knowledge, Skills and Abilities

1. Broad understanding of payroll regulations and the payroll process;
2. Excellent organizational and analytical skills;
3. Ability to maintain efficient and effective financial systems and procedures;
4. Ability to create and maintain detailed and multi-faceted spreadsheets of financial data;
5. Ability to meet deadlines;
6. Ability to maintain confidentiality;
7. Ability to communicate effectively, orally and in writing;



Assistant Treasurer, Cont.

8. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, outside agencies, and the public;
9. Skill in the operation of computers and assigned software, including Microsoft Office, Munis, MTRS, Admins, and various bank websites;
10. Skill in the operation of all required tools and equipment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____